

Mentor Expectations

1. **Listen** to and understand your mentee's goals
 - We encourage allowing space to for your mentee to process
 - Take time to reflect back what you are hearing and check for understanding
 - Find out what your mentee is good at, passionate about, and working on.
 - Ask questions to allow your mentee to think deeper about their goals or objectives and the reason why they are important.

2. **Consider** how to be most helpful for your mentee
 - Give feedback and advice tentatively, and only when asked directly.
 - Think about what resources or connections might be useful
 - Ask where your mentee would like to focus his or her learning and find a resource to learn along with them.
 - Shape some boundaries and expectations together

3. **Communicate** advice and guidance to your mentee
 - Once you identify areas you can support them, think of ways you can share advice verbally, through shared readings, TED Talks, etc.
 - Provide and be open to feedback. When providing feedback, be honest, yet tactful. Always remember using the proper tone.

4. **Record** progress and follow up
 - Think about using the S.M.A.R.T. goals worksheet we will provide to help ask some questions about an action plan and tangible timelines and goal setting.
 - Encourage reflection and highlight growth of your mentee

5. **Model Christ-like behavior** for your mentee!
 - Let your relationship be Gospel-Motivated with Love, Mercy, Kindness, and Patience
 - Respect the privacy of your mentee and maintain confidentiality. Don't share information that is meant to be between the two of you.
 - Be available
 - Withhold judgment
 - Be trustworthy

Mentee Expectations

1. Be Intentional

- Organize the meetings and prepare the agenda
- Respect your mentor's time and give adequate notice if an appointment needs to be rescheduled.
- Be clear about what you want to learn from your mentor
- Be teachable
- Actively listen to your mentor and act on it when relevant
- Share your progress and reflect on learning

2. Be Proactive

- Invite your mentor to meet with you, suggest topics to discuss, and ask for what you need.
- Bring questions, confusions, concerns, and problems, but also bring successes.
- Meet as often as is appropriate.
- Communicate clearly. Ask for suggestions and advice early in the relationship. When advice is given, listen to the mentor, apply at least some of their ideas, and let him or her know the results.
- Be ready to ask questions
- Don't expect your mentor to know everything or be able to help in every situation.
- Be open to discussion and constructive alternative ways to handle situations.
- Maintain confidentiality.

3. Drive the relationship

- Listen and reflect
- Follow through on agreements
- Take initiative to drive the relationship and be responsible for your own career development and planning.
- Provide feedback about the mentoring relationship and be open to receiving feedback. When providing feedback, be honest, yet tactful. Always remember using the proper tone.

4. Be a Christ-Centered Role Model for your mentor!

- Let your relationship be Gospel-Motivated with Love, Mercy, Kindness, and Patience
- Respect the privacy of your mentee and maintain confidentiality. Don't share information that is meant to be between the two of you.
- Be available
- Withhold judgment
- Be trustworthy

General Mentor and Mentee Expectations

- Evaluate the relationship at various points within an agreed-upon time frame.
- Meet regularly with your mentee.
- Accept and value one another's differences.
- When you meet, give each other your full and undivided attention (turn the cell phone to silent or mention your reasoning for leaving it on if necessary).
- Be responsible for your own learning and actions.
- Plan to be open to trying new things.
- Build trust with one another by being open and honest